

# Minutes

## Criminal & Juvenile Justice Information Policy Group & Task Force

September 23, 2015

1:00PM – 3:00PM

MN Judicial Center, Room 230

**Co-Chairs:** **Wade Setter, Minnesota Bureau of Criminal Apprehension**  
**Deb Kerschner, Department of Corrections**

### Present:

Member Names	Organization
Baden, Thomas	Office of Enterprise Technology
Bakke, Spencer	Hennepin County Sheriff's Office
Beaumaster, Paul	Dakota County Asst. Attorney
Beyer-Kropuenske, Laurie	Department of Administration
Buker, Dean A.	Information Technology Division
Gerlicher, Cari	Department of Corrections/MN Chiefs of Police Assn.
Holye, Kathy	Board of Public Defense
Ilkka, Richard	10th Judicial District
Kerschner, Deb	Department of Corrections
Khan, Safia	MN Coalition for Battered Women
MacMillan, Tom	Isanti County Probation
Neumeister, Rich	Citizen Member
Ostrem, Mark	Olmsted County Attorney
Rodenberg, John	Minnesota Court of Appeals
Schmidt, Amy	League of MN Cities
Slieter, Randall	Renville County, 8th Judicial District Court
Smith, Rick	Washington County Probation
<b>BCA</b>	<b>DPS</b>
Engler, Katie	Weeks, Kate
Evans, Drew	
Gotz, Dana	<b>MN.IT</b>
Oliveira, Jill	Meekin, Paul
Schiller, Karen	
Setter, Wade	

# Criminal and Juvenile Justice Information Policy Group & Task Force Joint Meeting

September 23, 2015

Wade Setter, acting on behalf of Commissioner Dohman as Chair, called the meeting to order. Roundtable introductions were made. A motion was made and seconded to approve the agenda. A vote was taken. **The motion carried.** A motion was made and seconded to approve the March 25, 2015 Policy Group Meeting minutes. A vote was taken. **The motion carried.** A motion was made and seconded to approve the August 21, 2015 Task Force Meeting minutes. A vote was taken. **The motion carried.** Wade opened the meeting with the Task Force strategic planning subcommittee presentations.

## Strategic Planning Subcommittee Proposals

### 1. Data Practices – Laurie Beyer-Kropuenske

Laurie Beyer-Kropuenske provided the group with an overview of the Data Practices Workgroup 2015-2017 Action Plan Proposal handout. The group discussed concerns about how information is collected, how it is shared and where it is stored. The discussion established the necessity and relevance for the efforts of the Data Practices subcommittee. A motion was made and seconded by Policy Group members to create an ongoing subcommittee and to approve the Data Practices subcommittee proposed action plan. A vote was taken. **The motion carried.**

### 2. Collaborative Relationships – Amy Schmidt

Amy Schmidt provided the group with an overview of the Collaborative Relationships and Funding Structure subcommittee 2015-2017 Action Plan Proposal handout. She stated that a goal of the subcommittee is to ensure there is an ongoing concerted effort to act as ambassadors on behalf of the Task Force. The standing subcommittee's focus would be to identify and bridge efforts, build and maintain partnerships, work on filling member vacancies and find opportunities to promote the Task Force activities. A motion was made and seconded by Policy Group members to create an ongoing subcommittee and to approve the Collaborative Relationships and Funding Structure subcommittee action plan proposal. A vote was taken. **The motion carried.**

### 3. Data & Identification Standards – TBD

Dana Gotz stated that no one from the Data & Identification Standards subcommittee could attend the meeting today. She reported that during the discussion at the Task Force meeting on August 21<sup>st</sup>, the members decided to recommend forming an ongoing subcommittee within the Task Force to address data and identification standards and to further vet the two principles the original subcommittee identified; reliable method(s) for identification and sharing of information. A motion was made and seconded by Policy Group members to create an ongoing Data & Identification Standards subcommittee within the Task Force to work on the initiatives identified by the original subcommittee. A vote was taken. **The motion carried.**

### 4. Education & Innovation – Mark Ostrem

Mark Ostrem stated that due to a lack of volunteers, the Education and Innovation subcommittee did not formally meet, but during the Task Force meeting last month, the members reiterated their support to carry on with this strategy. The members also agreed to recommend the establishment of an ongoing subcommittee, whose responsibility would be to seek out and bring in innovative technology subject matter experts and to address other innovation and education topics. A motion was made and seconded by Policy Group members to create an ongoing subcommittee that would seek out and bring in innovative and technology subject matter experts and address other innovation and education topics. A vote was taken. **The motion carried.**

## Next Steps

- How to proceed with subcommittees

The group discussed the need for and availability of resources as that will determine how the subcommittees move forward. Dana Gotz stated that this year will be better financially due to the salary increases next year. She added that there are limited administrative resources, but we (the BCA) could potentially provide a consultant with dedicated integration funding. The group also discussed obtaining student workers depending on how much time and effort is involved as well as subject matter experts.

Wade Setter stated that we will figure out the details and rely on the existing chairs to get us to the next steps.

- Continue to meet jointly or separately (Policy Group and Task Force)

Wade Setter opened the discussion by stating that Commissioner Dohman has concerns about changing anything before the legislation is approved. After further discussion, both groups agreed to continue meeting separately and wait to see if the proposed statutory changes made to 299C.65 are passed by the legislature. The Task Force members decided to meet in November as scheduled, and Dana Gotz will send an informational update to everyone about what was approved today and ask for subcommittee volunteers.

## Other Discussion

Safia Kahn, referring to an earlier comment about filling vacancies, stated that the paperwork to apply for public membership was very cumbersome. There are many hoops to jump through that could possibly deter interested participants. Dana Gotz stated that only public members go through this process and she has talked to the Open Appointments Coordinator at the Secretary of State's Office about possible candidates.

Dana Gotz announced that there will be a Criminal History demo on October 7<sup>th</sup>, with Boeing, at the BCA, and all are invited to attend. She also shared that Wade Setter, was retiring on October 1<sup>st</sup>, as previously announced at the Task Force meeting last month, and Drew Evans, will be the new BCA Superintendent.

Wade Setter asked if there was any further discussion. There was no further discussion and he asked for a motion to adjourn. A motion was made and seconded to adjourn the meeting. A vote was taken. **The motion carried.**

## **Next Meeting**

Task Force

Friday, November 13, 2015

9:00 a.m. to 11:30 a.m.

MN Judicial Center, Room 230

Policy Group

Wednesday, December 9, 2015

1:00 p.m. to 3:00 p.m.

MN Judicial Center, Room 225

**Meeting adjourned.**